

**City of Ottertail
Public Hearing and Regular Meeting
City Hall Wednesday 18, 2025 – 5:30 PM**

Council Members Present: Mayor Ron Grobeck, Michael Windey, Elizabeth Augustus, and Jerry Martin
Staff Present: Amanda Thorson, Clerk-Treasurer; Patty Hensel, Deputy Clerk; Justin Lohse, Maintenance Coordinator; Bob Schlieman, Apex Engineering and Joe Ahlfs, Fire Chief.
Others Present: Andrew Kuchera and Jim Jones

Mayor Grobeck opened the Public Hearing at 5:30 pm and all recited the pledge of allegiance.

Conditional Use Hearing – An application for a Conditional Use Permit was made by Andrew Kuchera to build a 30'x50' storage building at 118 W Cozy Oak. The council reviewed the staff report, providing 3 possible actions. A) Approve the CUP as is – with no conditions. B) Deny the CUP for further information. C) Approve the CUP with conditions and follow the detailed site plan provided to staff. After hearing no other comments from the council or the public, Mayor Grobeck asked for a motion to close the public hearing, Council member Windey made a motion, council member Augustus seconded, all voted in favor. The Public Hearing was closed at 5:40 P.M.

The council had no further discussion regarding the CUP for 118 W Cozy Oak Dr, Augustus made a motion to approve Resolution 2025-18 with staff option C, seconded by Windey, all voted in favor, resolution passed.

Mayor Grobeck asked for additions to the agenda, City Clerk Thorson added 8b) permit cost for Ottertail Rec Center and item 9g) Dollar Lot purchase. Council Member Windey made a motion to approve the consent agenda; Martin seconded the motion. All voted in favor, motion carried.

- a. Approve Minutes 5-15-2025 Regular Meeting
- b. Approve Minutes 6-3-2025 Public Hearing Meeting
- c. Approve Internal Transfer for 2025 Annual Fire Billing City of Ottertail
- d. Approve Internal Transfer for 2025 Fire Truck Payment
- e. Approve 1-4 Day Temp Liquor License for Ottertail Rod & Gun June 28, 2025
- f. Approve Special Event Permit for Red River Pullers Tractor Pull on June 28, 2025
- g. Approve Resolution 2025-19 Donation to Ottertail Fire Department
- h. Monthly Financial Report
- i. Monthly Schedule 1
- j. Monthly Services Sold Report (Water Fund)
- k. Monthly Permit Report
- l. Approve claims 5100-5140 for \$97,573.91 with approval to pay late coming invoices

REPORTS

Fire Department-1) Fire Chief Ahlfs reported there were 7 medical calls and 1 fire call caused by lightning. **2) Lead ECG Purchase-**Motion by Martin, seconded by Windey to approve the purchase of a refurbished 12-Lead ECG for the OT Fire Department. All voted in favor. The current AED will go into the Grass 5 vehicle. **3)** Safety Saturday was the largest Chief Ahlfs has seen. Great way to finish off the final Safety Saturday. **4)** New engine is being serviced as it has some issues with DEF.

City Hall-1) Clerk Thorson asked permission to close the City Hall on Friday, June 20th. Council Member Windey motioned to approve the closing of City Hall June 20; Augustus seconded the motion. All voted in favor, motion carried. **2)** Clerk Thorson discussed the 2024 MN Demographer- MN State Demographer reported the April 2024 population estimate is 707 with the April 1, 2024, household estimate at 313.

Ottertail Tourism Board – Nothing to report.

OTCEPAC-Windey reported – No meeting

Public Forum and Comments – The citizen who requested time at the open comment period was not present at the meeting.

OLD BUSINESS

Engineer's Agenda/Bob Schlieman: 1) Capital improvement 2025 Review – Bob Schlieman summarized the location and list of projects and approximate cost the Capital Improvement projects proposed for 2025. With discussion, council requested to add a few other roads in the city **2) Deer Run Estates** – Schlieman discussed water easements required for Deer Run Estates and presented them to the council for review. Council Member Martin motioned to approve Apex Engineering to draft a proposed for the easements areas on Deer Run Estates; seconded by Augustus. All voted in favor. Motion carried. **3) Reduction of Permit Cost for OT Recreation Center** – Mayor Grobeck received a request from board member Joe Hammer to reduce or eliminate the permit cost associated with the rec center. Clerk Thorson informed the council that Little Otters Daycare received a reduction in fees. Council Member Windy requested that Clerk Thorson calculate the time and costs accrued for this project, including special meetings, work sessions, and staff. The request was tabled for a later discussion.

NEW BUSINESS

1) Habitat for Humanity Purchase Agreement for 2 Happy Acres Lots – Habitat of Fergus Falls has made a request for two lots in Happy Acres to be placed “on hold” with a purchase agreement thru December 2026. Habitat of FF is applying for state funding and having the purchase agreement in place could help secure funding. Clerk Thorson said this is very similar to what the city did for Otter Tail Count CDA for their Senior Housing. Motion made by Council member Augustus, to allow Mayor Grobeck and Clerk Thorson to sign the purchase agreement; Windey seconded. All voted in favor. Motion carried. **2) Memorandum of Agreement (MoA)– Otter Tail County Vacation Home Rental Ordinance-** Motion made by Council member Martin and seconded by Augustus to enter into a memorandum of agreement with the County of Otter Tail to provide enforcement of the of the Vacation Home Rental Ordinance within the boundaries of the City of Ottertail. All voted in favor. Motion carried. **3) Ordinance 2025-03 Chickens** – Tabled. **4) Habitat for Humanity purchase Dollar Lot** – Motion by Windey, seconded by Augustus to accept the Habitat for Humanity Big Build Lot Application for lot 439 2nd St E PID# 74-000-99-0742-000 for \$1.00 and to allow Mayor Grobeck and Clerk Thorson to sign the purchase agreement. All voted in favor. Motion carried. **5) Otter Tail Lake Access at the East end of Bay View Rd** – A complaint was received regarding the ‘Private Property’ signs and the condition of the access area. Clerk Thorson informed the council that letters had been mailed to the property owners requesting they adjust the direction of the signs. The council discussed whether the city could mow the native grasses, add signage such as ‘No Overnight Parking’ and ‘Public Access,’ and possibly name the park. Motion made by Council Member Martin to approve up to \$5,000 of the park budget for maintenance, clean up, and signage; seconded by Augustus. All voted in favor. Motion carried. **6) 2026 LCSC IT Contract** – Council Member Windey motioned to approve the 2026 IT service contract between Lakes Country Service Cooperative and the City of Ottertail; seconded by Augustus. All voted in favor. Motion carried. **7) Curtis Purchase of Happy Acres Lot #8** - Motion made by Council Augustus, seconded by Windey to accept Myles Curtis Big Build Lot Application to purchase lot eight PID#74-000-99-0794-000 in the Happy Acres Addition and to allow Mayor Grobeck and Clerk Thorson to sign the development agreement. All voted in favor. Motion carried.

Correspondence/Meetings/Training/FYI-reminders/Local Events

- a. Tri-City Garage Sale is planned for June 21, 2025
- b. Memorial Tractor Pull June 28, 2025
- c. Wohler's Trail Dedication 11:00am June 21, 2025
- d. City Hall Closed June 19, 2025 - Juneteenth
- e. LMC Conference – Duluth, MN June 25-27
- f. OTBCA Annual Auction July 19, 2025
- g. Music in the Park July 8- Blue English
- h. Music in the Park June 24 - Elvis

Augustus made a motion to close the meeting. Windey seconded the motion. Motion carried. The meeting was adjourned at 7:18 PM.

Respectfully,

____s/s_____
Amanda Thorson
Clerk-Treasurer
Prepared by D. Clerk Patty Hensel

____s/s_____
Ron Grobeck
Mayor